

Lincoln Housing Authority

JOB NOTICE

Job Title: Leasing Agent/Pre-Housing Specialist
FLSA Status: Full time, Non-Exempt
Date Posted: May 9 – May 23, 2024

The Lincoln Housing Authority is seeking a dedicated, client-focused professional who has previous leasing experience and is interested in assisting clients for the full-time position of **Leasing Agent/Pre-Housing Specialist**. If you have a passion for helping others thrive by connecting them to safe, affordable, and decent housing, we want to talk with you!

Essential Job Functions

- Conducts in-home interviews with applicants, explains the process and application screening standards, and obtains relevant information.
- Receives and responds to inquiries for general information regarding LHA services and programs.
- Updates, maintains, and distributes the Tenant Handbook of Information.
- Assists in marketing LHA units through the development of brochures and other materials, contact with outside agencies and placing advertisements.
- Shows unit/properties to qualified applicants, inspect the units/properties for move-outs and move-ins, coordinates the signing of leasing documents, and provides move-in instructions to new tenants.
- Manages waiting lists for LHA properties. Responsible for maintaining an adequate pool of applicants to meet LHA vacancy rate and vacant turnaround standards.
- Updates leases to reflect household changes.
- Accepts applications from persons wanting to live in LHA properties. Screens applicants in accordance with LHA screening policies.
- Responsible for providing excellent customer service and tenant/resident relations. Investigates and resolves tenant concerns/complaints.
- Enforces LHA policies and requirements of lease.

Required Qualifications

- Bachelor's degree or equivalent combination of experience and education.
- Experience in conducting interviews, obtaining information, and utilizing interpersonal skills.
- Experience in showing and leasing units.
- Experience in tenant/resident relations or customer service field.
- Ability to prioritize and complete tasks within a specified time frame.
- Ability to understand and follow oral and written instructions and procedures.
- Excellent oral and written communication skills.
- Ability to perform routine mathematical calculations quickly and accurately.
- Experience using a computer and variety of software programs.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, applicants/clients, and the public.
- Ability to maintain confidentiality.
- Ability to communicate effectively and work within a culturally diverse work environment.

- Knowledge of HUD subsidized and tax credit units, desirable.
- Attention to detail and accuracy are essential.
- Valid Nebraska driver's license and dependable motor vehicle.

Additional Information

- Starting pay is \$23.15/hour.
- To apply, complete an application for employment at L-housing.com.
- Background checks will be conducted on final candidates.
- LHA offers an excellent benefits package including \$0 employee only coverage health plan, a 9/80 work schedule with every other Friday off (that's 26 3-day weekends per year), 12 paid holidays, annual merit-based raises, and an 8% company contribution to retirement at 6 months.
- Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.